



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

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www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

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Staff Services Manager I

Monthly Salary: \$5,079 - \$6,127

One Permanent Full-Time Position

Location: Downtown Sacramento

Position Number: 443-600-4800-013

Refer to Job ID#10-ADM-FCU

Final Filing Date: August 31, 2010

PENDING BUDGET APPROVAL

General Statement of Duties:

Under general direction from the Chief, Fiscal Forecasting, Federal Compliance and Audits Branch within the Administration Division, the incumbent serves as the Chief, Federal Compliance and Audits Unit; will plan, organize, and direct the work of the Federal Compliance Audit Team. The team will examine organization operations and internal management controls, review organization policies and procedures, appraise performance and accomplishments in the execution of agency plans and objectives, and evaluate the effectiveness of operations in terms of the available resources; may review accounts, records and reports, verify reconciliations of accounts, and determine that the financial statements accurately reflect financial status and transactions. The Chief acts as the project leader for federal Payment Error Rate Measurement (PERM) activities, and serves as the primary point of contact with the Centers for Medicare & Medicaid Services (CMS) on PERM-related issues.

The Managed Risk Medical Insurance Board (MRMIB) administers the Healthy Families Program (HFP) and Access for Infants and Mothers Program (AIM), which receive federal funding through the State Children's Insurance Program (SCHIP). PERM regulations require State participation as well as participation of an "independent auditor" in the PERM reviews. CMS has contracted with three independent federal PERM audit contractors. MRMIB will provide support for the eligibility and payment review activities of the CMS contractors, support the managed care payment reviews, the eligibility determination reviews being done by CMS contractors, and conduct the state-required program eligibility audit.

SPECIAL REQUIREMENTS:

- This position is required to file a Form 700 under the Board's Conflict of Interest code.

DESIRABLE QUALIFICATIONS:

- Knowledge, Skills and Abilities: Broad based experience in government with an emphasis on analysis of government management functions and services. Working knowledge of, and the ability to apply, the principles and practices of organizational management, accounting and auditing; principles of electronic data processing, the uniform accounting system and the financial organization and procedures of the State of California; and the policies, rules and regulations of the Legislature and central control agencies as they relate to State agency financial and program management activities. Ability to make investigations of accounting and financial organization procedures and problems; and analyze data, draw sound conclusions and present ideas and information effectively both verbally and in writing. Proficiency with MS Office products, particularly Excel and Word. Knowledge of federal PERM regulations is beneficial.
- Special Personal Characteristics: Demonstrated customer service skills; ability to act independently; be open-minded and flexible to other ideas and solutions; be tactful, negotiate and resolve issues without confrontation. Ability to effectively handle multiple tasks and changing priorities.
- Interpersonal Skills: Ability to gain and maintain the confidence and cooperation of those contacted during the course of work; ability to interact with various levels of staff and management in a professional and courteous manner; ability to foster a team environment, provide positive direction, motivate, inspire, and influence others toward effective individual or team work performance.

OTHER EXPECTATIONS:

- Demonstrates commitment to performing duties in a service-oriented manner.
- Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the classification. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.jobs.ca.gov). In the Explanation Section of the application enter Job ID# 10-ADM-FCU and Position # 443-600-4800-013 and the basis for appointment eligibility. For list candidates, attach your examination results. **Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: August 31, 2010.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.